

U.S. Department of State

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)

|   |  |  |
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| <b>1. Post</b><br><div style="text-align: center; color: green;">Embassy Hanoi (NEC Site)</div> | <b>2. Agency</b><br><div style="text-align: center; color: green;">Department of State</div> | <b>3a. Position Number</b><br>A562-205 et al |
|---|--|--|

**3b. Subject to Identical Positions?** Agencies may show the number of such positions authorized and/or established after the "Yes" block.  
☒ Yes    ☐ No    A562-205, A562-206, A562-207, A562-208, A562-209

**4. Reason For Submission**

☐ a. Redescription of duties: This position replaces  
(Position Number) \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_

☐ b. New Position

☒ c. Other (explain)      Implementation of SJD for new positions

| 5. Classification Action                               | Position Title and Series Code         | Grade        | Initials     | Date (mm-dd-yyyy) |
|--|--|--------------|--------------|-------------------|
| a. Post Classification Authority<br><b>RSC/EAP/PCD</b> | <b>Senior Guard (Unarmed), FSN-710</b> | <b>FSN-4</b> | <b>PH/RF</b> | <b>06/14/2023</b> |
| b. Other<br><b>GTM/OE/PC</b>                           | <b>Senior Guard (Unarmed), FSN-710</b> | <b>FSN-4</b> | <b>CW</b>    | <b>6/4/2020</b>   |
| c. Proposed by Initiating Office                       |  |              |              |                   |

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| <b>6. Post Title of Position (if different from official title)</b><br><b>Senior Guard (Unarmed)</b> | <b>7. Name of Employee</b>  |
| <b>8. Office/Section</b><br><b>RSO</b>   | <b>a. First Subdivision</b> |
| <b>b. Second Subdivision</b>   | <b>c. Third Subdivision</b> |

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| <b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b><br><br><div style="text-align: center;">_____<br/>Printed Name of Employee</div> | <b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b><br><br><div style="text-align: center;">_____<br/>Printed Name of Supervisor</div> |
| _____<br>Signature of Employee  | _____<br>Signature of Supervisor   |
| _____<br>Date (mm-dd-yyyy)  | _____<br>Date (mm-dd-yyyy)   |

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| <b>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</b><br><br><div style="text-align: center; color: blue;">Paul J Hom</div> <div style="text-align: center;">_____<br/>Printed Name of Chief or Agency Head</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <br/> _____<br/>Signature of Chief or Agency Head </div> <div style="text-align: center;"> <div style="color: blue;">5/24/2023</div><br/> _____<br/>Date (mm-dd-yyyy) </div> </div> | <b>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b><br><br><div style="text-align: center; color: blue;">Joel D. Alley</div> <div style="text-align: center;">_____<br/>Printed Name of Admin or Human Resources Officer</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <div style="color: blue;">Alley, Joel D</div><br/> Digitally signed by Alley, Joel D<br/> Date: 2023.05.30 12:04:15 +07'00'<br/> _____<br/>Signature of Admin or Human Resources Officer </div> <div style="text-align: center;"> _____<br/>Date (mm-dd-yyyy) </div> </div> |
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A.SJD text that is in **BLACK** (no color) must be maintained by post with no modification.  
B.SJD option text in **GREEN** requires post to enter values that are specific to the local position.  
C.SJD option text in **BLUE** designates an option that may be used if required in the local position. If not required, text in **BLUE** should be deleted.

**13. Basic Function of Position**

Provides security for Embassy Hanoi personnel and facilities by conducting access control and visitor screening duties as a member of a local guard program. Detects, deters, responds, and reports potential criminal and terrorists' acts directed against U.S. Government personnel and facilities. Senior Local guards provide limited work guidance on access control and security equipment operations for up to 10 guards.

#### 14. Major Duties and Responsibilities

Protects U.S. Government personnel, facilities, and equipment from damage or loss. The Local Guard force (LGF) is one component of the Mission's security apparatus and complements other physical, technical, and procedural security systems. The LGF shall carry out specific actions as described in General and Post Orders. Prevents unauthorized access; protect life; maintain order; deter criminal attacks against employees; dependents and property and terrorist acts against all U.S. assets, and prevent damage to Government property.

#### **Security Operation Oversight (40%)**

- Provides limited work guidance on access control operations and routine security equipment maintenance to 10 guards at a CAC or a control booth, which includes conducting personnel inspection during formations/musters of other guards.
- Ensures guards follow security process and procedures set out in the LGF/RSO Guard Orders and Post's policies.
- Conducts on-the-job (OTJ) training for all guards.
- Serves as acting Guard Supervisor on an as-needed basis to provide RSO officer notifications of urgent and/or ongoing security matters.

#### **Security Operation (40%)**

##### Security Guard and Access Control:

- Controls all pedestrian, vehicle, and package access to U.S. Government facilities, confirming authorized access using procedural security standards, and preventing entry of any unauthorized persons, vehicles and packages.
- Screens and inspects all visitors and vehicles by using appropriate security equipment, such as walk-through metal detectors, hand-held metal detectors, explosive trace detectors (Itemizer), X-ray machines, radiation detection devices, screening mirrors, and flashlights.
- Maintains a log of all approved visitors and vehicles (i.e., license plate numbers).
- Provides security assistance at mission-related special events or during emergencies/critical incidents at U.S. Government facilities.

##### Perimeter Inspection:

- Conducts a perimeter inspection (Foot/Roving/Mobile Patrol) of U.S. Government facilities and immediately reports any suspicious persons, items, or activity via chain of command.
- Monitors and operates radio equipment to communicate security-related information to other guards, guard supervisors, Marine Security Guard (MSG) personnel, and RSO personnel.
- Coordinates enforcement of mission security standards with Host Country Police personnel assigned to the **Embassy Hanoi** when responding to suspicious persons/items, civil disturbances, acts of crime, or terrorist incidents that threaten the safety of mission personnel or facilities.

##### Safety use of security equipment

Responsible for the proper use and care of all security equipment.

#### **Responding to Emergency Situations (10%)**

- Responds to security incidents that occur at any U.S. Government facility, to include the Chancery, any annexes, the Chief of Mission Residence (CMR) and the Marine Security Guard Residence (MSGR).
- Responds to bomb threats, fire alarms, chemical/biological hazards, and protests/demonstrations against the U.S. Government.
- Reports all observations of potential terrorism, crime, or civil unrest incidents via his/her chain of command.
- Initiates emergency response procedures to ensure that mission personnel are alerted in a timely manner under RSO/PSO Guidance.
- Uses discretion to use or activate post's security equipment
- Provides support to mission personnel during an evacuation

### **Report Writing and Administrative Duties (10%)**

Generates and submits written reports concerning significant or unusual incidents through chain of command.

#### Security Administrative Support

- Collects, consolidates, and analyzes security guard logs and incident written reports. Assists with developing training curriculum and schedules training for the LGF as required by the Guard Orders.
- Responsible for control of CAC and Reception Booth Functions to greet visitors, visa applicants, contractors and American citizens seeking services.
- Correctly checks authority for persons and vehicles entering installation, identifying their purpose of visit and process documentation for issuance of visitor credentials and vehicle registration and temporary passes when appropriate.
- Reviews Embassy Hanoi access control database prior to granting access to visitors.
- Provides time and attendance reports for guards as assigned.

Incumbent serves as an incidental operator of official vehicles and meets all requirements outlined in 14 FAM 433.

***Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the Regional Security Office.***

15. Qualifications Required For Effective Performance

a. Education:

Option 2 – Completion of secondary education, high school diploma or the local equivalent.

**NOTE:**

Option 1 in Education is meant to be paired with Option 1 under Experience. Likewise, Option 2's are linked. They cannot be mixed.

b. Prior Work Experience:

Option 2 – A minimum of 1-year experience in the military or as a police officer, or security guard required.

**NOTE:**

Option 1 in Education is meant to be paired with Option 1 under Experience. Likewise, Option 2's are linked. They cannot be mixed.

c. Post Entry Training:

Upon entry and prior to independently performing duties, incumbent receives 80 hours of basic guard training, specialized training, and up to one month of on-the-job training for the specific operational environment. Additionally, incumbent participates in yearly refresher training, corrective training, and related security training as required. SMITH System Defensive Driver Training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Vietnamese Level 3 (Good working knowledge) is required.

English language Level 2 (Limited Knowledge) is required.

e. Job Knowledge:

Knowledge of the emergency response procedures and notification process, familiarity with state-of-the-art security equipment and processes, awareness of cultural norms and customs required.

f. Skills and Abilities:

Ability to understand the security control panel and to operate emergency alarms and the public address system. Ability to use state-of-the-art security and radio communication equipment. Ability to use Automated External Defibrillator. Ability to use fire extinguisher. Ability to use personal protective equipment (i.e. batons, pepper spray, handcuffs, and flexi cuffs, etc.). Ability to walk and/or stand for extended periods in a wide variety of weather conditions. Ability to work flexible shift schedules, to include nights, days, weekends, and/or holidays. Must be able to take action with guidance as necessary depending on the nature of incidents outlined in guard orders. Must be able to communicate with persons from all socioeconomic classes. Must be familiar with dispute mediation tactics to ease potentially dangerous security situations. Host County Driving License (motorbike license) is required / Computer skill is required.

16. Position Elements

a. Supervision Received:

Direct supervision from Guard Shift Supervisor. [Reports to Guard Supervisor while on duty.](#)

In an emergency, direction may be given directly by the RSO/ARSO and designated RSO personnel.

b. Supervision Exercised:

Provides limited work guidance up to 10 guards.

c. Available Guidelines:

Local Employee Staff handbook, RSO Standard Operating Procedures, RSO General Orders, Post Specific Guard Orders, Special Orders, and verbal guidance by supervisors.

d. Exercise of Judgment:

Incumbent must exercise good judgment on a daily basis and must be able to call upon a supervisor in any case needed.

e. Authority to Make Commitments:

None

f. Nature, Level and Purpose of Contacts:

Communication with visitors to permit access to US government facilities and with [Embassy Hanoi](#) personnel to verify access. Interacts with members of the local police in emergency situations.

g. Time Expected to Reach Full Performance Level:

Four months after entry into duty.